

**State Workforce Investment Board (SWIB)  
 May 17, 2013  
 Frances Perkins Conference Room  
 Maine Department of Labor  
 Augusta Maine**

<b>Topic</b>	<b>Introduction of State Workforce Investment Board Members and Guests; Approval of the Minutes</b>	
	<p>Present: Fred Webber (Chair), Gail Senese, Terry Young, Wayne Holmquist, Gerard Salvo, Laura Boyett, Brian Whitney, Joanne Harris, Gary McGrane (proxy for Sallie Chandler), Edward McKersie, Judy Plummer-Beale, Tracey Cooley, Barbara Woodlee, Steven Pound, Carolyn Lockwood, Liz Ray, Pete Paré, Scott Good, Fred Webber, Jeanne Paquette, Margaret Harvey, Mel Clarrage</p> <p>Present on the telephone: Mark Adams, Yvonne Mickles</p> <p>Absent with notice: Kevin Healey (proxy provided), Amy Volk, Peter Paré, Dan Muth, Sallie Chandler, Don Berry, Tom Davis, Craig Larrabee, Robert Carmichael</p> <p>Absent without notice; Garret Mason, Peter Johnson, Leo Roche, John Leavitt, William Burney, Renee Kelly</p> <p>Guests: Joanna Russell, Michael Carroll, Heather Stott, Jade Arn, Richard Freund, Richard Fifield, Jeff Sneddon, Jim Trundy, Michael Bourret, Ryan Pelletier, Megan Dichter, Joan Dolan, Ginny Carroll, Sharon Barker</p> <p>Staff: Garret Oswald, Peaches Bass, Tim Sardano</p>	
<b>Discussion</b>	<p>SWIB Chair Fred Webber called the meeting to order at 9:30 am with welcomes and introductions.</p> <p>Ed McKersie moved to accept the minutes from the March 22, 2013 meeting. Mel Clarrage seconded the motion. The motion passed unanimously.</p>	
<b>Action Items:</b> SWIB Staff will post the march 22, 2013 meeting minutes on the SWIB website.	<b>Persons responsible:</b> SWIB staff	<b>Deadline:</b> none recorded, but as soon as possible

<b>Topic</b>	<b>State Workforce Plan Update: Commissioner Jeanne Paquette</b>	
<b>Discussion</b>	<p>Department of Labor Commissioner Jeanne Paquette informed the SWIB that the US Department of Labor (USDOL) has granted conditional approval of the Maine Workforce Investment Act Five-Year Strategic Plan. The USDOL's conditions are that the state's current configuration of local workforce investment areas remain the same until redesignation occurs. Now, the Maine Department of Labor (MDOL) is addressing the plan's implementation, including instructions to the local workforce investment boards (LWIBs) for the development of their local</p>	

	<p>plans. She reiterated that the focuses are on a demand- and data-driven system, industry partnerships, new performance measures, and greater engagement of businesses through Chamber of Commerce regions. She also mentioned that LD 90, An Act to Strengthen Maine’s Workforce and Economic Future, has an industry partnership section. The bill’s current price tag is \$5.2 million; the MDOL is providing cost input to the legislature. In response to comments from Fred Webber, Commissioner Paquette added that county commissioners are critical to moving forward, and to that end, the first in a series of meetings took place on May 1, 2013, and that the dialogue with the commissioners and the chief local elected officials (CLEOs) is continuing. After the commissioner departed for another meeting, Deputy Labor Commissioner Richard Freund provided information about USDOL-sponsored workshops for workforce investment boards is being held on June 10 in Orono and June 11 in Portland, and that SWIB members are encouraged to attend. A flyer and registration form was distributed to the SWIB.</p>
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<b>Topic</b>	<b>SWIB Chair’s Report: Chair Fred Webber</b>
<b>Discussion</b>	<p>Chair Fred Webber reported that a recent meeting of the SWIB Committee Chairs went well and was very helpful. He said that this group will continue to meet and will include the staff people for the committees. He also reported that Steve Wallace has offered to Chair the Veteran’s Employment Committee. SWIB staff person Peaches Bass listed the committee chairs and staff and mentioned that a Younger Workers Committee is being formed and needs both a Chair and a staff person.</p>

<b>Topic</b>	<b>Work Ready and Career Pathways Presentation: Gail Senese and Megan Dichter</b>
<b>Discussion</b>	<p>At the SWIB’s invitation, SWIB member and state Adult Education Director Gail Senese introduced this presentation by saying that this is good timing to start looking at what our adults need for soft skills training, particularly because last year, legislation was passed that redefined adult education with an emphasis on providing more intensive services to make sure learners can move into college and the workforce. Megan Dichter, the Maine Department of Education’s (DOE) Work Ready Consultant, presented a slide show featuring information on work ready certification models, including the models used in Maine and the National Career Readiness Certificate (NCRC). She told the SWIB that DOE wants support to investigate what should be offered in Maine. There was some discussion on how Maine might proceed. Comments were made in support of work ready programs, including gaining the acceptance of employers, the need to carefully monitor the programs so that standards are maintained, making work ready credentials a performance measure, electronic delivery of work ready training, adequate funding, and the advantage of portability offered by the NCRC. Joanne Harris added that employers need to gain a better understanding of younger workers and their culture. Gail replied that excellent training on this topic is</p>

	<p>available.</p> <p>Joan Dolan, Director of Apprenticeship and Strategic Partnerships for the Bureau of Employment Services followed with a short presentation on sector strategies. She referred to the successful health sector partnership grant as an example, and referred the board to page 16 of the National Governor’s Association booklet, <i>State Sector Strategies Coming of Age: Implications for State Workforce Policymakers</i>. The booklet can be downloaded at <a href="http://www.nga.org/files/live/sites/NGA/files/pdf/2013/1301NGASSSReport.pdf">http://www.nga.org/files/live/sites/NGA/files/pdf/2013/1301NGASSSReport.pdf</a></p> <p>Joan highlighted the way sector strategies/industry partnerships align with and complement career pathways. She mentioned that Garret Grove of the NGA will be in Maine to present this information at the Health Workforce Summit on June 13 in Orono and that he will also be presenting on June 14 in Augusta. More information about the June 14 presentation is forthcoming.</p> <p>Gail reiterated that it would help to have the SWIB’s support to investigate how to implement work ready certification in Maine. There was further discussion on this, with several suggestions and a few questions from SWIB members. Megan emphasized that funding is a priority, and that employer support and sponsorship is critical to long term success. Fred Webber asked Gail to provide a progress report on work ready at the next SWIB meeting.</p>
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Topic	Program Policy Committee (PPC) Report: Pete Paré
Discussion	<p>Pete Paré described the Coastal Counties Workforce annual meeting and said that it was a good reminder that the people we serve are “what we’re all about.” He then described a new initiative, the CareerCenter Rethink. There is a kickoff meeting on May 29, and work teams will meet over the summer. The PPC recommended that the policy requiring the physical presence of WIA service providers in full-service CareerCenters be addressed as part of the initiative. Pete then provided background on the discussion at the PPC regarding the Minimum Training Expenditure policy, including the PPC’s recommendations regarding the following language in the policy:</p> <p>The training expenditure rate formula:  <b><u>Training Sub-Total + Support Services Sub-Total</u> = Training Expenditure Rate</b>  <b>Total One Year Availability Award Amount</b></p> <p>Under “Performance Goals,” the following language was corrected (<b>in boldface</b>):  The goal is to move the Training Expenditure statewide average up to 30% in <b>PY13</b> and then to 40% by <b>PY14</b>.</p> <p>In <b>PY14</b> each LWIB will be asked to meet or exceed the 40% goal. The Minimum Training Expenditure Percentage will be reviewed for <b>PY15</b> to determine what the performance goals should be at that time.</p>

	<p><b>LWIBs that do not met the Training Expenditure percentage for a program year can submit a waiver request related to the statutory requirements of the Policy. The waiver request shall include a description of the programmatic activity undertaken to achieve the goal, the individuals impacted by non-compliance and any appropriate documentation to corroborate the statements made in the waiver request. Waivers will be reviewed and analyzed by the Bureau of Employment Services (BES). BES will make a recommendation to the State Workforce Investment Board, which will approve or deny the waiver request.</b></p> <p><b>Key Criteria to consider for waiver approval will be:</b></p> <ul style="list-style-type: none"> <li><b>-Would the ability to provide required WIA services be in jeopardy?</b></li> <li><b>-Would the ability to maintain a full service CareerCenter (maintain access to WIA services or CareerCenter services) be in jeopardy?</b></li> <li><b>-The training expenditure requirement is detrimental in another manner that has not been considered above.</b></li> </ul> <p><b>Upon receipt of a waiver the LWIB will work with BES to develop an agreed upon plan of action to ensure the situation does not occur again (i.e.: leverage from partners, diversify funding streams,...).</b></p> <p><i>Pete Paré moved that the SWIB approve the PPC’s recommended changes to the “Minimum Training Expenditure Requirement for WIA” as presented with the original formula and a goals and new waiver provision be approved by the SWIB for implementation in the next program year, beginning on July 1, 2013. Mel Clarrage seconded the motion. There was further discussion.</i></p> <p>The vote was 9 for the motion, 5 against the motion. The motion passed.</p> <p>After the vote, Mike Bourret requested that the record show that this will come back to the Board when the 40% goal isn’t met.</p>	
<b>Conclusion</b>	The Minimum Training Expenditure Requirement for WIA policy was approved with the changes presented.	
<b>Action Item:</b> The policy will be revised as approved and will be posted the policy appropriately.	<b>Person Responsible:</b> Garret Oswald	<b>Deadline:</b> Immediately

<b>Topic</b>	<b>SWIB Committee Reports</b>
<b>Discussion</b>	Peaches Bass opened the topic by reporting that the chairs of the SWIB’s standing committees met with Fred on May 2. She explained that the meeting marks the beginning of efforts to strengthen the connection between the SWIB and its committees. The meeting resulted in a decision to have the committee chairs and staff meet with the SWIB chair every other month, in the months between SWIB meetings. The next meeting will be on June 19. Fred informed the SWIB that

	Steve Wallace has volunteered to chair the Veterans Employment Committee. There were brief presentation from Sharon Barker, Women’s Employment Committee chair, Mel Clarrage as chair of the Commission on Disability and Employment, and Peaches, on behalf of Phil Dionne, chair of the Older Workers Committee. Peaches also mentioned that a new “Younger Workers” committee is being formed, and that Don Berry, who was absent, chairs the Maine Apprenticeship Council.
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<b>Topic</b>	<b>Members Feedback</b>
<b>Discussion</b>	Potential topics for the July SWIB meeting were discussed. Steve Pound agreed to provide Garret with a copy of the America’s Edge report, <i>Keeping Maine Competitive: Reducing Our Skills Gap Through Innovative Education Models and Rigorous Standards</i> . Mel Clarrage asked for a status report on the youth programming discussion that took place at the April 19, 2013 PPC meeting. Garret responded that the committee has begun looking at youth programming and wants to see more data, which may lead to recommendations. Gary McGrane, in preparation for the workforce board training in June and in the spirit of transparency, passed out copies of the minutes from the April 18, 2013 Central-Western Maine Workforce Investment Board meeting. Garret reported on the legislative work sessions on LD 1451 and LD 90. On the federal level, the “CAREERS Act” is a legislative provision with competing with the “SKILLS Act” and the Office of Management and Budget has been directed to recommend how to consolidate the two bills.

<b>Topic</b>	<b>Adjournment</b>
<b>Discussion</b>	Fred asked if there was any other business before the SWIB. Hearing none, he asked for a motion to adjourn the meeting.
<b>Conclusion</b>	Mel Clarrage moved to adjourn the meeting; Tracey Cooley seconded the motion. The motion passed unanimously and the meeting adjourned at 11:55 am.